

The following table contains questions received during the APPEL Virtual Project Management Challenge (VPMC): Developing the Technical Workforce on December 2, 2014.

Question	Answer
<p>How many classes are available virtually or online self-paced? At a quick glance it looks like most are live.</p>	<p>Most of APPEL's courses are live instructor-led in the classroom. However, we do offer the following virtual and self-paced modules available through SATERN:</p> <p>Virtual classroom deliveries:</p> <ul style="list-style-type: none"> <li>• Writing for Technical Professionals</li> <li>• Communicating Technical Issues</li> <li>• Managing Virtual Teams</li> </ul> <p>Online self-paced:</p> <ul style="list-style-type: none"> <li>• Health &amp; Medical Technical Authority</li> <li>• Essentials of Astronomy</li> <li>• Earth, Moon, and Mars</li> <li>• Seven Axioms of Good Engineering</li> </ul> <p>Additional self-paced modules related to Earned Value Management:</p> <ul style="list-style-type: none"> <li>• Control Account Manager</li> <li>• Earned Value Management Systems</li> <li>• Integrated Baseline Review</li> <li>• Scheduling Virtual Learning Lab</li> </ul> <p>Lastly, APPEL has many online resources available through the Skillsoft suite of courses that can be found within each course description under Supplemental Resources in our interactive catalog.</p> <p><a href="http://appel.nasa.gov/courses/">http://appel.nasa.gov/courses/</a>.</p>

<p>How do I obtain CEUs or PDUs for attending the VPMC? I'm having trouble finding it on your website.</p>	<p>There is a FAQ on the PM Challenge website that talks about the Continuing Education Credits. There are 2 ways to confirm attendance. One is to use the RSVP confirmation email that the system sends when the user registered for the webcast. The second option is to click the 'Confirmation of Attendance' link on the video. This will download a PDF file and the user can print/save as proof of attendance.</p> <p>The FAQ is located here:  <a href="http://www.nasa.gov/offices/oce/pmchallenge/faq/index.html#pmp">http://www.nasa.gov/offices/oce/pmchallenge/faq/index.html#pmp</a>  For PMP's who want to obtain PDU's for attending the virtual PM Challenge, all they need do is self-report their number of contact hours through the PMI website. The process is similar to how anyone would report attending say, a webinar.</p>
<p>APPEL is a great program that has provided a great benefit to our employees - but one issue is that some courses seem to be offered on a more frequent schedule than others.</p> <p>Is there a general guideline that all courses in the catalog will be offered on a minimum schedule rotation? For example, the Space Mission Operations course hasn't been offered for some time, and has no upcoming offering date. Thus, offering each course at least once every two years might effectively address this.</p>	<p>Each year APPEL conducts a Center assessment with the involvement of the Center APPEL POCs, their organizations, key NASA stakeholders and Mission Directorates to identify courses which address training gaps and support NASA and Center training goals. The course awards are in direct relation to the training gaps identified in the assessment. Depending on the budget, we typically can only provide an average of 70-80% of the requested course offerings submitted by each Center. All though we have implemented many cost saving measures and efficiencies such as online course materials, supplemental topic resources, pre-work course preparation and virtual components to our courses, we are unable to fill all requests for courses. In past years when budget was more abundant, we provided more than just requested courses. Unfortunately during this environment, our focus is courses and offerings that provide the most interest and best value to the Centers, in support of closing the identified gaps within their technical workforce.</p> <p>In the future, if our fiscal environment changes, we will consider and investigate additional ways we can support the Center and Agency training initiatives and goals in a broader sense, such as optional offerings that offer added value to the larger NASA technical workforce.</p>
<p>How does the APPEL curriculum interface with the larger PM external community?</p>	<p>The APPEL Program is designated as a Registered Education Provider (R.E.P.) by the Project Management Institute (PMI), which indicates APPEL promotes rigor and the use of standard curriculum presentation practices specific to project management education. NASA APPEL actively supports NASA Civil Servants should they wish to obtain a Project Management Professional (PMP)</p>

	<p>certification by providing a 3-day test preparation course. All APPEL PM course are reviewed regularly for PMI PDUs which are used to maintain the PMI PMP certification.</p> <p>Further, in a memorandum dated April 25, 2007, the White House Office of Management and Budget (OMB) announced a new set of mandatory requirements for program/project manager certification that applies to all civilian agencies. The Federal Acquisition Institute (FAI) then led an interagency working group to develop common, essential competencies for the program and project management community. The resulting Federal Acquisition Certification for Program/Project Managers (FAC-P/PM) outlines the baseline competencies, training, and experience required for program and project managers in the federal government. In response to this OMB policy, NASA developed a program to certify Program/Project Managers (P/PMs) who are currently managing projects with lifecycle costs greater than \$250 million as defined in NPR 7120.5.</p> <p>NASA APPEL has also obtained permission from PMI that any holder of the NASA Federal Acquisition Certification for Program/Project Managers (FAC-P/PM) credential are deemed eligible to waive the PMI education requirement when applying to sit for the PMP exam. NASA is the only federal agency to be recognized by PMI in this manner.</p> <p>As part of the business model, APPEL routinely benchmarks itself against other project management academies to ascertain and share best practices and processes, and to seek methods to continually improve the means by which to offer PM education.</p>
How do skills and certification translate to other agencies and organizations?	<p>The PMI PMP credential is widely recognized by other agencies and organizations, and provides a benchmark for other organizations to recognize that the credential holder possesses a high level of proficiency with standard project management practices and terminology. The NASA FAC-P/PM credential further exemplifies a high skill proficiency level as measured against the NASA Competency Model.</p>
Why do I stay in a pending status after I have been approved by my center?	<p>The SATERN approval process for APPEL courses has four steps:</p> <ol style="list-style-type: none"> <li>1. Supervisor</li> <li>2. Your center's Training Coordinator</li> <li>3. The APPEL Center POC</li> <li>4. APPEL Training and Support</li> </ol> <p>APPEL's process is to hold all pending registrations at a level 4 until after the SATERN registration cut-</p>

Why does APPEL take so long to move me from registered to enrolled status?	off date has passed. This allows us to collect the registrations for everyone interested, which tells us (1) if we have enough people to move forward with the course and (2) if we need the center to prioritize the registrations because we have more interest than seats available. Enrollment takes place approximately 4.5 weeks prior to the course.
Does APPEL only offer courses?	<p>APPEL primarily offers training in the form of courses, which are delivered in person and online. APPEL also offers developmental learning programs with hands-on components: Systems Engineering Leadership Development Program (SELDP), Rocket University, and Project HOPE (Hands-On Project Experience). Additionally, APPEL provides resources that members of NASA's technical workforce can use to assess their career readiness in terms of specific project management (PM) competencies, systems engineering (SE) competencies, and competencies common to both fields.</p> <p>In addition to courses, APPEL provides networking resources for NASA young professionals and knowledge-sharing resources (i.e., case studies, lessons learned articles, knowledge sharing materials, and communications about current NASA projects/missions) for all stakeholders.</p> <ul style="list-style-type: none"> <li>• <a href="#">NASA young professionals</a></li> <li>• <a href="#">SELDP program</a></li> <li>• <a href="#">Case studies</a></li> <li>• <a href="#">APPEL News articles</a></li> </ul>
How and when is the curriculum decided each year?	Each year a center needs assessment is performed by the APPEL POC, who then forwards course requests to APPEL for consideration of award.
What are the benefits of APPEL training versus what my center offers?	APPEL training is designed to address agency-wide requirements, so it complements any center-specific training that is available to NASA employees.
Can I get a notification that my enrollment is approved, but pending?	<p>After submitting an enrollment for a course, SATERN sends out a series of automated emails. These emails go out when enrollments and registrations are approved at each of the four levels in the approval process.</p> <p>The emails state that your enrollment has been approved by XX Level of Approval, but will remain in a pending status until approved at the final level. You will know that you are enrolled in an APPEL course when you receive a Course Information Email from an APPEL Training and Support Specialist.</p>
<p>A. How can I get PM certified (FAC P/PM Certification)?</p> <p>B. Is the FAC P/PM</p>	<p>A. Candidates for this certification at NASA are determined by their respective centers according to the types of projects the individual oversees. Individuals overseeing projects that are deemed by their center as high visibility, or over \$250 million, are put forward to their respective FAC-P/PM</p>

<p>Certification program open to all NASA PMs?</p> <p>C. What is the process associated with FAC P/PM Certification?</p> <p>D. Which courses count towards P/PM Certification and/or re-certification?</p>	<p>center review boards for certification consideration</p> <p><b>B.</b> No, it is not. The criterion to be certified is determined by the nature of the position an individual holds within the agency. A candidate must hold a position with responsibilities for managing a major acquisition program or project of \$250 million or more, or meet the <a href="#">Office of Management and Budget (OMB) Circular A-11</a> criteria for IT. FAC-P/PM certification is not based on tenure or learning experience, although those factors do come into consideration should a person's position be put forward for certification.</p> <p><b>C.</b> Once a position has been identified for certification, a candidate will provide to their center review board a self-assessment of proficiency within the 18 PM and 14 common agency competencies, a copy of their learning history, a practitioner resume, and a supervisory endorsement. Upon center review board approval, the agency review board will then recommend certification to the Center Director who, upon approval, will forward the recommendation to the Chief Engineer and Acquisitions Career manager for final signoff.</p> <p><b>D.</b> Courses that incorporate a PM or common competency are eligible to be claimed as credit towards recertification of the FAC-P/PM credential.</p>
Does APPEL have a relationship with PMI?	APPEL is a Project Management Institute (PMI) Registered Education Provider (R.E.P.). This allows APPEL to proffer, as appropriate, Professional Development Units (PDUs) that a PMI Project Management Professional (PMP) credential holder can claim toward recertification of their credential.
What is the value of having a PMI PM certification?	Skilled PMs are in demand around the world. A globally recognized project management certification shows that credential holders have the knowledge, experience, and education to effectively contribute to project team success.
Which courses should I take?	<p>The interactive Project Management and Systems Engineering Competency Model outlines distinct competency areas for PMs and SEs, and identifies courses associated with each competency. You can browse those courses to determine which can help you achieve your development goals.</p> <ul style="list-style-type: none"> <li>• <a href="#">Competency Model</a></li> </ul> <p>To determine which courses may be taken for PMI PDUs recognized through the R.E.P. program, please refer to the APPEL Catalog. External certification credit is detailed for each course.</p> <ul style="list-style-type: none"> <li>• <a href="#">APPEL Catalog</a></li> </ul>
Which courses would be best for PM, SE, and Team skills?	Several APPEL courses are excellent places to start: Project Management and Systems Engineering, Advanced Project Management and Advanced Systems Engineering, Foundations of Aerospace, and International Project Management. Project Planning Analysis and Control is a very good introductory project management course. However, it is probably best to refer to the competencies listed for each

	<p>specific PM or SE course to determine whether the course addresses the areas in need of development. For teaming skills, Team Membership and Team Leadership would be good choices.</p> <p>The website provides an interactive course catalog for easier browsing and registration for courses. Within the catalog, practitioners can sort courses by category to find courses that best suit their skill-development needs (i.e.. Systems Engineering, Program/Project Management, Earned Value Management, etc.).</p> <ul style="list-style-type: none"> <li>• <a href="#">APPEL Catalog</a></li> </ul>
Are there other resources available if I cannot take the course?	<p>If you are not able to attend an APPEL course, there are still a number of APPEL resources available to you. These are listed on each course's page in the online APPEL catalog, and include:</p> <ul style="list-style-type: none"> <li>• Relevant items available in Books 24x7,</li> <li>• Skillsoft resources, and SATERN courses.</li> </ul>
Do courses cost anything?	<p>The courses are offered at no charge to NASA civil servants, although if a course is held off site, travel, hotel and per diem are the responsibility of the participant and their center of origin.</p>
<p>A. Who approves my SATERN registration if I am a contractor?</p> <p>B. How do you find course materials in SATERN?</p> <p>C. I need to cancel out of the course and I can't cancel myself out of SATERN, can you do it for me?</p>	<p>A. APPEL courses have a four-step approval process; 1<sup>st</sup> – Supervisor, 2<sup>nd</sup> – Center Training Coordinator, 3<sup>rd</sup> – APPEL Center POC, and 4<sup>th</sup> - APPEL Training and Support. Per SATERN Business Rules, contractors wishing to self-register for training in SATERN should list their government Technical Representative as their Supervisor (Step 1 Approver) in SATERN. The remaining approvers (Steps 2-4) are pre-populated in the system and cannot be changed by practitioners.</p> <p>B. APPEL course materials are not provided through the SATERN system. Course materials are handed out the first day of the course or, for some courses, electronic materials are provided through the course website prior to the course start date. Only registered practitioners will have access to the course website. APPEL Training and Support Specialists are happy to email course materials to registered practitioners upon request, as long as file size permits.</p> <p>C. Practitioners can self-cancel (withdraw) from an APPEL course through SATERN any time before the SATERN registration cut-off date passes. Once the cut-off date has passed, cancellations should be sent to the APPEL Center Point of Contact or to the APPEL Training and Support Specialist for processing. Any cancellations received less than 24 hours before the first day of a course will be considered a No-Show.</p>
<p>A. What is the course about?</p> <p>B. What time does class start?</p> <p>C. Who is the instructor?</p> <p>D. I don't know whom to call</p>	<p>A. Course descriptions can be viewed in the APPEL Catalog at: <a href="http://appel.nasa.gov/courses/">http://appel.nasa.gov/courses/</a></p> <p>B. Start times vary by offering, but APPEL courses typically start between 8:00 a.m. and 8:30 a.m. Specific course start times can be found in SATERN; please refer to the following Job Aid for</p>

<p>about the course, could you help me?</p> <p>E. Where is the course located on the center? If it is off site, how do I get to the location?</p> <p>F. I am looking to take a course. What course(s) can you recommend?</p> <p>G. Can you send me the course materials?</p> <p>H. Can I print the course materials and bring them with me?</p> <p>I. Can I still attend the course and receive full credit if I need to attend a mandatory meeting?</p>	<p>instructions: <a href="#">SATERN Job Aid Steps 1-4</a>. Additionally, once enrolled, practitioners can find the course start time on the course website.</p> <p>C. APPEL courses have several possible instructors for each course. A list of potential instructors can be found on the course page in the <a href="#">APPEL Catalog</a>. Once enrolled in a course, practitioners are able to view the instructor name and biography on the course website.</p> <p>D. APPEL contacts can be found on the APPEL website using the following link: <a href="http://appel.nasa.gov/curriculum/points-of-contact/">http://appel.nasa.gov/curriculum/points-of-contact/</a></p> <p>E. APPEL Center Points of Contact serve as liaisons between the Academy and each NASA center's training community. They are the local APPEL representatives and should be the first point of contact for center-specific APPEL course information.</p> <p>F. APPEL's core curriculum is a great place to start your learning. These courses are designed for a general NASA audience and provide training in key technical areas. Courses include Foundations of Aerospace, Project Management and Systems Engineering, Advanced Project Management and Advanced Systems Engineering, and International Project Management. Additionally, NASA employees can identify their training needs using the APPEL Competency Model. The Competency Model outlines 18 PM, 17 SE, and 14 shared competencies. Once a NASA employee has identified a competency in which they would like development, they will find a list of APPEL courses that address that competency.</p> <p>G. APPEL Training and Support Specialists serve as the agency points of contact for questions related to APPEL course registration, course logistics, and the APPEL Master Schedule.</p> <p>H. The building and room number for each offering can be found in the scheduled offering in SATERN (<a href="#">SATERN Job Aid Steps 1-4</a>). Additionally, once registered, practitioners are provided with maps and directions to the building and classroom through the course website.</p> <p>I. APPEL course materials are not provided through the SATERN system. Course materials are handed out the first day of the course or, for some courses, electronic materials are provided through the course website prior to the course start date. Only registered practitioners will have access to the course website. APPEL Training and Support Specialists are happy to email course materials to registered practitioners upon request, as long as file size permits.</p> <p>J. For courses with electronic materials, materials can be printed and brought to class. However, it is recommended that instead of printing, materials be downloaded prior to the course and brought to class on a laptop or tablet.</p> <p>K. The APPEL attendance policy states that practitioners must be present and attend the entire course</p>
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	to receive credit. In exceptional circumstances, the participant may appeal for a waiver from APPEL management through the APPEL Training and Support Specialist. If a participant knows in advance that they will not be able to attend all sessions, they should reschedule for a later offering.
A. Can you send me the pre-work? B. Do I have to do the pre-work? C. When is the pre-work due?	A. For courses with pre-work assignments, practitioners will be notified of pre-work requirements after being enrolled in a course. Pre-work assignments, submission instructions, and due dates are listed under the pre-work section of the course website. Training and Support Specialists are happy to email pre-work to enrolled practitioners upon request. B. Pre-work assignments, submission instructions, and due dates are listed under the pre-work section of the course website. The website will clearly state if assignments are recommended or required. Practitioners who do not complete the required pre-work may be asked to withdraw from a course. C. Pre-work due dates and requirements can be found in the pre-work section of the course website.
Where are the Training & Support Specialists located?	The APPEL Training and Support Specialists provide agency-wide support for APPEL courses and are located at Kennedy Space Center (KSC) in the OSBII (K6-1249) building.
How do I get back to the course website?	The course website link is provided for you in the Course Information Email. We recommend that you bookmark the page upon your first visit for future reference. The link to the course website can be requested from the Training and Support Specialist at any time.
A. How many credits do I get for this course? B. How do I log my credit hours for this course?	A. Curriculum Team Response: Please note that accreditation information is included on the course website and the completion certificate. B. Curriculum Team Response
What is the NASA code to put toward my PM certificate?	If this question is intended for FAC-P/PM Certification, no codes are needed for participants to receive credit for APPEL courses they attend. If this question is for a code that participants can use to request PMI PMP PDUs, the codes are found on the APPEL catalog webpage within the particular course.
A. Can I use my iPad (tablet) instead of a laptop for this course? B. Do I have to bring my laptop?	A. For courses with electronic materials, practitioners can download materials and bring them to class on a laptop or tablet. B. For courses with electronic materials, practitioners are required to download the course materials prior to the first day and bring them to class either on a laptop or tablet or as printed material.